



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMCPE-A-B

30 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of Travel and Coordination with AMC Forwards (AMC-FWDs), Logistics Support Elements (LSEs), and Logistics Assistance Offices (LAOs)

1. References:

- a. Army Regulation 700-4, Logistics Assistance, 20 Aug 02.
- b. Field Manual 63-11, Logistics Support Element Tactics, Techniques and Procedures, 8 Oct 96.
- c. AMC Regulation 600-2, Temporary Duty Travel of Military and Civilian Personnel, 26 Mar 02.
- d. Field Manual 4-100.2, Contracting Support on the Battlefield, 15 Apr 99.
- e. Department of the Army Pamphlet 715-16, Procurement, Contractor Deployment Guide, 27 Feb 98.
- f. Army Regulation 715-9, Contractor Accompanying the Force, 29 Oct 99.
- g. AMC Regulation 500-4, AMC Mobilization/Contingency/Humanitarian Relief/Exercise Planning and Management, 9 Feb 01.

2. I want to emphasize to all AMC personnel, to include AMC-sponsored contractor personnel, the importance of coordinating field visits and contacts with the appropriate AMC-FWD, LSE or LAO. The AMC-FWDs, LSEs and LAOs throughout the Army are on-the-ground representatives of the AMC Commanding General and deserve your consideration in all matters pertaining to AMC support to the Army. All planned field visits by AMC civilian, military, and contract personnel must be coordinated with the appropriate AMC-South West Asia (SWA), AMC-Europe (AMC-E), AMC-Far East (AMC-FE), or AMC-CONUS (Continental United States) office.

3. The AMC-SWA, AMC-E and AMC-FE are theater clearance approving authorities in their respective theaters for all AMC visitors. To ensure contractor compliance, all submittals

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to AMC contracting offices will include language in statements of work requiring contractors to coordinate in person with the respective AMC-FWD, LSE or LAO. This requirement is not just a courtesy among professionals; it is a force protection requirement, especially in overseas and contingency deployment areas. The AMC-FWDs, LSEs and LAOs need to know who comes into the theater for accountability purposes and administrative oversight. The AMC-FWD commanders and their subordinate commanders, chiefs are required to know the whereabouts and status of all AMC personnel (including AMC contractors) in their area of operations at all times. This requires all AMC field visitors to coordinate their visits to inbrief and outbrief the appropriate CONUS-LAO or the AMC-SWA, AMC-E and AMC-FE Operations Officer.

4. The AMC-FWDs are O-6/Colonel commands representing AMC at CINC and MACOM level in SWA, Europe, Far East, and CONUS. There are also LAOs at all major CONUS installations and overseas Army unit locations. They all have chiefs who are lieutenant colonels, majors, warrant officers, or civilians at the grade of GS-13 or higher. It is imperative that they be aware of all AMC programs and visitors that affect their customer units. The LAOs provide on-site support to their units' equipment readiness, deployment and re-deployment processes. They can assist by ensuring continuity of support and defend AMC programs long after AMC Temporary Duty (TDY) visitors have departed the area, but only if the local AMC office is fully informed of each and every AMC program in their area.

5. The AMC-SWA, AMC-E and AMC-FE are entry points for all AMC visitors to SWA, Europe and Korea. They will ensure that AMC visitors are routed through the appropriate subordinate LSE or LAO. When AMC visitors plan trips to installations in CONUS, to include Alaska or Hawaii, they will coordinate with the appropriate LAO. Inbriefs and outbriefs with the appropriate AMC office are mandatory. AMC-CONUS also supports United States Central Command and United States Southern Command; therefore, AMC-CONUS will be an information addressee on all requests for theater clearance to those theaters.

6. All military, Department of the Army civilians, and AMC contractors will have on their TDY orders or memorandums the following statement under the remarks paragraph:

All AMC military (AC/RC), Department of the Army Civilians, and contractors will contact the appropriate AMC office and coordinate with the AMC office the purpose of their visits.

POCs for the four AMC-FWDs follow:

AMC-CONUS Operations (DSN 367-7081/7083 comm 404-464-7081/7083)

AMC-Europe Operations (DSN 314-375-3536/3537 comm 011-49-621-487-3536/3537)

AMC-Far East Operations (DSN 315-722-3769 comm 011-82-32-520-3769)

AMC-SWA Operations (DSN 318-438-7169/7171 comm 011-965-465-2270)

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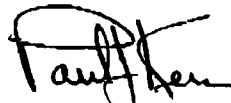
If not able to make contact with the above, contact OSC OPS (DSN 793-4815/16/17 comm 309-782-4815/16/17).

The following websites have additional information for AMC LAO POCs:

<http://www.logsa.army.mil>

<https://aeaps2.ria.army.mil>

7. The intent of this policy should be clear to all. AMC is a diverse, multifocused command, but our bottom line mission is supporting soldiers and deployed AMC personnel.



PAUL J. KERN
General, USA
Commanding

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